



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - STUTTGART
UNIT 30401
APO AE 09107-0401

IMEU-STU-PA

26 OCT 2006

MEMORANDUM FOR Soldiers and Civilian Employees of the USAG-Stuttgart

SUBJECT: USAG-Stuttgart Command Policy Letter #11, Media Guidelines

1. References:

- a. DODD 5230.9, Clearance of DoD Information for Public Release, 9 April 1996.
- b. AR 360-1, The Army Public Affairs Program, 15 September 2000.
- c. DA Pam 600-3-46, Public Affairs, 1 August 1987.
- d. UR 360-1, USAREUR Community Relations Program, 31 May 2001.

2. Purpose: To establish policy when dealing with media inquiries within the USAG-Stuttgart.

3. Policy: Soldiers, especially overseas, are potential subjects and sources of information for the media. At all times, you represent the U.S. Army. Any statement made to the media by Soldiers or civilian employees whether fact or personal opinion, may become that of an "official Army spokesperson.

4. Guidelines:

a. As employees of the U.S. government, we have a responsibility to answer media inquiries. However, only Commanders have the authority to approve the release of official responses and grant approval for media interviews and visits. Be sure to differentiate between your constitutional rights as private citizens to free speech and your responsibilities as a member of the Armed Forces when dealing with the media. You have a right to express personal views and opinions to the press, but you also have a responsibility not to make official statements concerning the U.S. Army without the Commander's approval.

b. The USAG-Stuttgart Public Affairs Office (PAO) is trained to deal with the media. It is their job to act as the media liaison. They are the official command spokespersons. Refer any requests for media interviews or visits to your local PAO or Host Nation Office (HNO). If media representatives tell you they have already talked to the PAO, verify this with the PAO before speaking with them.

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c. Do not call the media and invite them to your installation or office to cover an event without consulting the PAO first. If you have an event that warrants media coverage, contact the PAO.

d. The Stars & Stripes and AFN are media, just like German or U.S. TV, radio and print media. The fact they are I.D. cardholders gives them access, but not the right to conduct media business without coordinating with the PAO.

5. I expect everyone in the USAG-Stuttgart to follow this policy. Ensure new staff members are briefed on this policy.

6. The point of contact for this policy is the USAG-Stuttgart PAO at DSN: 421-1400/2712 or CIV 0711-729-1400/2712.

A handwritten signature in black ink, appearing to read 'Kenneth G. Juergens', with a stylized flourish at the end.

KENNETH G. JUERGENS
COL, OD
Commanding